

# Welcome

Welcome Customer Administrator. This manual will show you how to deactivate users within your account with Colorado Interactive. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

## CUSTOMER SUPPORT

### Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

### Email

[support@www.colorado.gov](mailto:support@www.colorado.gov)

### Mail

Colorado Interactive

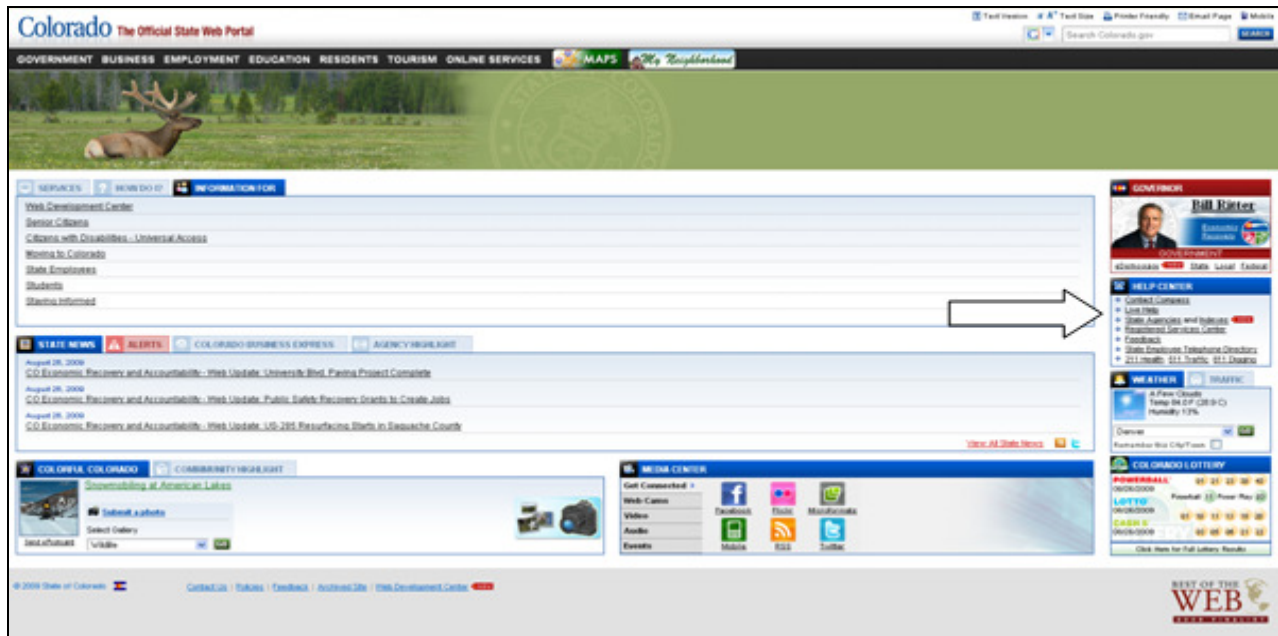
600 17<sup>th</sup> Street, Suite 2150 South

Denver, CO 80202

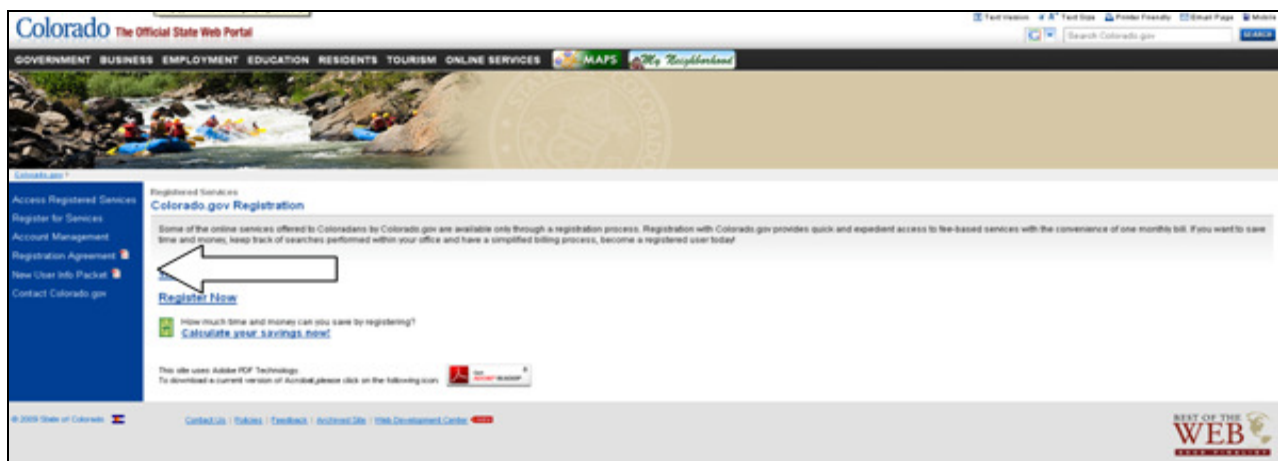
# 1 Deactivate User

This function allows the Customer Admin to deactivate any user at any time.

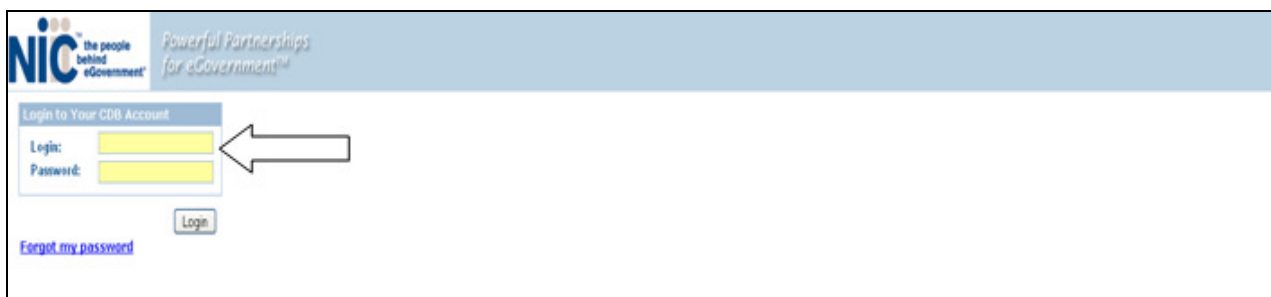
## 1.1.1 Colorado.gov Homepage-Access Registered Services page



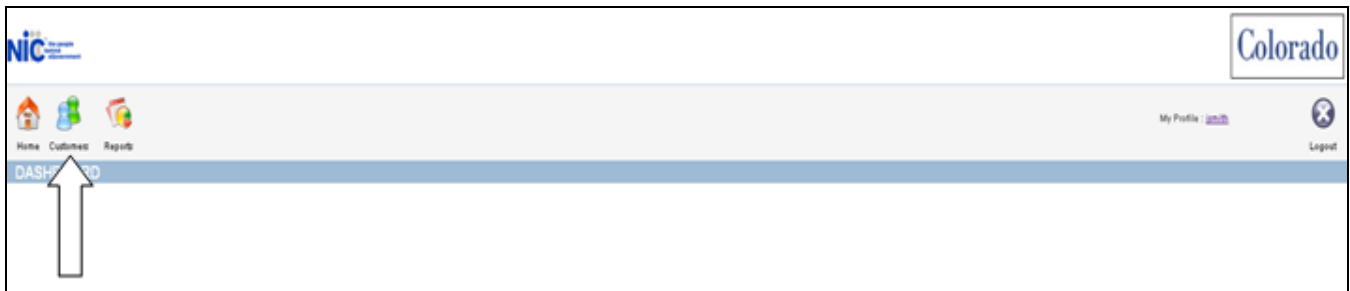
## 1.1.2 Registered Services Page-Access Account Management Page



## 1.1.3 Log into CDB (Customer Data Base) –Enter your username and password



### 1.1.4 Select Customer

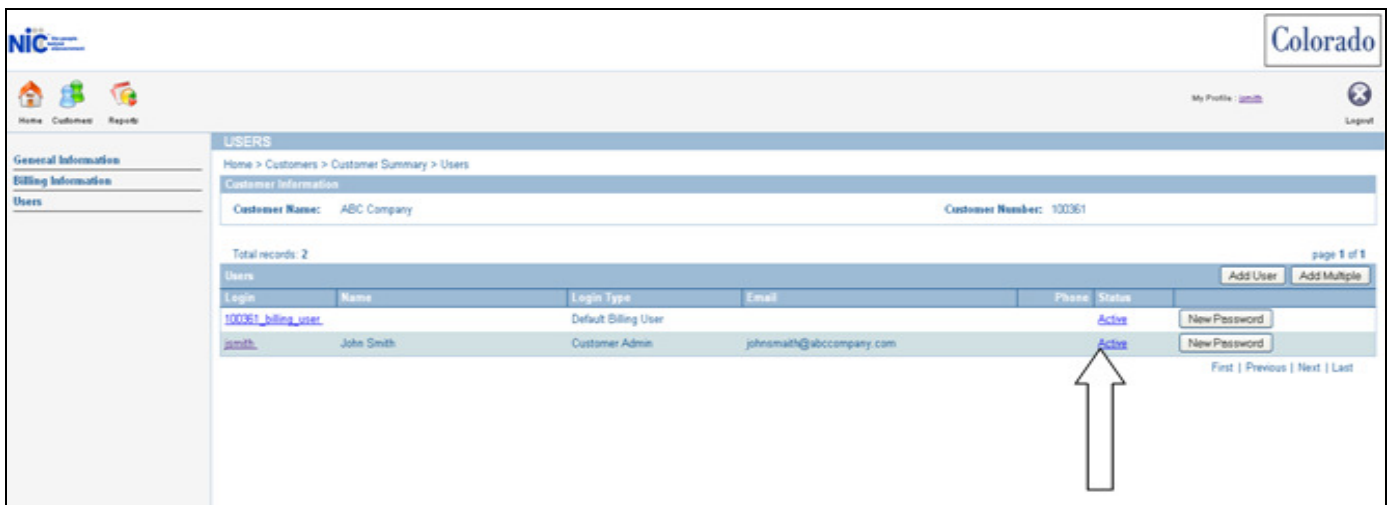


### 1.1.5 Select Users



### 1.1.6 User Deactivation

Find the user you wish to deactivate in user list and click on their 'Active' link as shown below.



The page will automatically refresh and display the user as 'Inactive'.

The screenshot displays the 'USERS' management page for Customer Number 100361. The interface includes a sidebar with navigation links (Home, Customers, Reports) and a main content area. The main content area shows the customer's name (ABC Company) and a list of users. The user 'johnsmith' is highlighted, and a large white arrow points to the 'Inactive' status. The user's email is johnsmith@abccompany.com. The page also includes a 'New Password' button for each user and a 'Logout' link in the top right corner.

Login	Name	Login Type	Email	Phone	Status	
<a href="#">100361_billing_user</a>		Default Billing User			<a href="#">Active</a>	<a href="#">New Password</a>
<a href="#">johnsmith</a>	John Smith	Customer Admin	johnsmith@abccompany.com		<a href="#">Inactive</a>	<a href="#">New Password</a>

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